

# Miami Dade College

## Operating Procedures for the College-approved Program for the Exception to the Doctorate

1. Faculty at any rank may propose a College-approved Program for the Exception to the Doctorate (PED).

### Associate Professor Senior

A faculty member at this rank should submit a proposal that has the following components: Rationale, Goals and Outcomes, Plan and Implementation Timeline, Assessment, and Supporting Documentation (optional). These components are described in detail in the PED Plan Proposal Section in the Guidelines for the College-approved Program for Exception to the Doctorate. The project proposed should meet the criteria listed in this document (Number 11). Faculty at this rank should consider applying during their first year at that rank. This will give them enough time to carry out the proposed plan and project. The PED approval process, the carrying out of the plan and project, the guidance and the facilitative role of the committee will take time and may not meet deadlines for promotion if the goal is to complete in one year. More than likely, the faculty member will need at least one and a half to two years to complete.

### Instructor, Assistant Professor, or Associate Professor

Faculty members at one of these ranks should have a plan that would provide promotion through subsequent ranks up to the rank of Associate Professor Senior by completing graduate credits and/or exceptions to graduate credits which are approved for promotion by their Dean. Their plan for promotion to Full Professor should meet the requirements of the above paragraph.

2. A proposal (hardcopy and electronic copy) for the PED is submitted by the faculty member via the Department Chair and/or School Director to the Academic Dean by the following calendar dates:

March 15<sup>th</sup> for a program of study beginning in Fall

October 15<sup>th</sup> for a program of study beginning in Spring

3. After the faculty member submits the proposal to their Academic Dean, the Academic Dean within five (5) working days will submit both forms of the proposal (hardcopy and electronic copy) to the Associate Provost for Faculty Initiatives.

4. Within five (5) working days of receiving the proposal, the Associate Provost for Faculty Initiatives will submit it to the Committee Chair.
5. Upon receipt of the proposal, the Committee Chair will call a meeting of the full committee within fifteen (15) working days to review the faculty's proposal. At this meeting, the committee based on its discussions may decide to invite the faculty member for a presentation of his/her proposal. Three (3) members will be considered a quorum for the 5-member committee. The committee can add up to two additional voting specialists at the Committee's discretion as necessary for consideration of specific proposals. In those cases, the quorum will be considered four (4) members, which will include at least one of the discipline specialists. A faculty member can request a non-voting discipline expert to participate during committee deliberations.
6. If the committee approves or disapproves a proposal as submitted, then a recommendation of "approved" or "not approved" will be sent to the Academic Dean within ten (10) working days of the Committee meeting to review the proposal. The Academic Dean then will have five (5) working days to notify the faculty member of his/her decision about the proposal.
7. If the committee invites the faculty member for a presentation (this will be done within ten (10) working days), then three possibilities can occur. Based on its findings, the committee can make a recommendation of "approved", "not approved" or "request for a modified proposal." If the committee makes a recommendation of "approved" or "not approved," the recommendation will be sent to the Academic Dean within five (5) working days. The Academic Dean then will have five (5) working days to notify the faculty member of his/her decision about the proposal. If a proposal needs some modification before the committee makes a recommendation to the Academic Dean, then the committee will recommend the modifications and request the faculty member to make changes and return with the "modified" proposal. In this case, the committee will have ten (10) working days to send the request for modification of the proposal to the faculty member with a carbon copy to the Academic Dean. The faculty member should resubmit the proposal as soon as possible but no later than six months to the Chair of the committee with a carbon copy to the Academic Dean. Otherwise, the faculty member will have to reapply and follow the calendar deadlines. The Committee Chair will be the one that determines whether the faculty member resubmitted the proposal within six months. When the proposal is resubmitted the committee will make arrangements to meet with the faculty member within fifteen (15) working days (not counting working days during Summer B and the month of August). Then based on the findings the committee would make a recommendation of "approved" or "not approved" to the Academic Dean within five (5) working days. The Academic Dean then will have five (5) working days to notify the faculty member of his/her decision about the proposal.
8. If the Academic Dean does not approve the proposal, the faculty member can reapply and submit another proposal to the Academic Dean anytime in the future subject to the calendar deadlines.

9. If the Academic Dean approves the proposal, then the faculty member would submit semi-annual progress reports to the PED Committee. These reports will include all proposed implementation steps completed to date, progress as compared to the proposed timeline, and any other critical indicators of progress. The committee will provide guidance, direction and act as facilitators during this process.
10. When the faculty member completes the project, a detailed written description of the project will be sent to the Committee Chair. Within fifteen (15) working days (not counting working days during Summer B and the month of August), the Committee Chair will call a meeting of the full committee where the faculty member can demonstrate his/her project.
11. The project should meet a majority of the following criteria:

For the faculty member:

Enhanced content knowledge  
Application to learning environment  
New or enhanced instructional strategies  
Enhanced knowledge of the learner including learning theory, learning styles  
Acquired subject-specific pedagogy  
Acquired knowledge and skills to infuse technology into the learning environment  
Enhanced knowledge and understanding of the creative process, including creative problem solving and in the arts, exploration of the medium

For the discipline/department/college:

A significant contribution to the field and enhancement of student learning  
A product available to colleagues in the field

12. Based on the findings at the Final Demonstration Project meeting, the committee would certify whether or not the program has been completed according to the above criteria. This recommendation will be communicated to the Academic Dean within five (5) working days. The Academic Dean then will have five (5) working days to notify the faculty member of his/her Final decision about whether the Award of the Exception to the Doctorate has been granted. A faculty member awarded the Exception to the Doctorate may apply for promotion according to the conditions outlined in the Collective Bargaining Agreement.